

OCEAN CITY
OFFICE OF THE FIRE MARSHAL
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *M97*
PAGE 1 OF 1

Agency Ocean City		Division/Unit Fire Marshal
ITEM NO	DESCRIPTION	RETENTION
1.	Inspection Reports 1968 - 1999 - contains: Drawings; correspondence. Case history and action. Complaint Report. Smoke Detector Certification Form. Fire Alarm Report; Inspection Report; Supplemental Inspection Report;	Screen annually, destroy material having no further legal, administrative fiscal or operational value.
2.	Drawings Building 1985 - 1995 - drawings of various buildings used to locate Sprinkler Systems; Fire Alarms; Routes; HVAC Systems; etc.	Screen annually, destroy material having no further legal, administrative fiscal or operational value.
3.	Subject Files 1994 to 1999 - contains: Hazardous Material Response; Special Hazards . Correspondence; Yearly Inspection Reports; Tickets/Summons. Emergency Generators; Newspaper Items; Smoke Detectors. Incident Reports; Portable Radio Inventory; Bonfires; Fireworks Permits; etc.	Screen annually, destroy material having no further legal, administrative fiscal or operational value.
4.	Investigation Reports 1971 to 1999 - contains: Correspondence; District Court Arrest Warrant; Police Report. Fire Activity Report; Complaint Report; Investigation Reports. Violation Notice; Photos; Court Cases Pending, Civil/Criminal; Closed Arson Fires; Explosives Investigations; Bomb Threats; Vehicle Fires; Aviation Intelligence; Extremist Groups. etc.	Retain for 10 Years, then destroy.
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION		SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE <u>2/14/00</u>		DATE <u>APR 11 2000</u>
SIGNATURE <u><i>S.E. Villani, Jr.</i></u>		SIGNATURE <u><i>Edward C. Papenfuss</i></u>
TYPE NAME <u>S.E. Villani, Jr.</u>		
TITLE <u>Fire Marshal</u>		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 5 Of 4

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Fire Marshall

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

INSPECTION Reports

5. EARLIEST YEAR / LATEST YEAR

1968 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS: DRAWINGS; CORRESPONDENCE; CASE HISTORY + ACTION; COMPLAINT REPORT; SMOKE DETECTOR CERTIFICATION FORM; FIRE ALARM REPORT; INSPECTION REPORT; SUPPLEMENTAL INSPECTION REPORT;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) NAME OF STREET

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) Boxes
Number 160 C.F.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Destroy material having no further legal, administrative fiscal or operational value.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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Page 2 Of 4

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Fire Marshall

3. UNIT

DEFINITION - Records/Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Building
DRAWINGS

5. EARLIEST YEAR / LATEST YEAR

1985 to 1995

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

DRAWINGS OF VARIOUS BUILDINGS USED TO LOCATE
SPRINKLER SYSTEMS; FIRE ALARMS; EVACUATION
ROUTES; HVAC SYSTEMS; etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☒ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) STACKS

Number C.F.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

As Needed

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

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16. AUDIT REQUIREMENTS

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

FIRE MARSHAL

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Subject Files

5. EARLIEST YEAR / LATEST YEAR

1994 to 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS: HAZARDOUS MATERIAL RESPONSE;
SPECIAL HAZARDS - CORRESPONDENCE; Yearly
INSPECTION REPORTS; TICKETS/SUMMONDS;
EMERGENCY GENERATORS; Newspaper items;
SMOKE DETECTORS; INCIDENT REPORTS;
PORTABLE RADIO INVENTORY; BON FILES; FIREWORKS
PERMITS; ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Subject

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENT:

*Destroy material having no
further legal, administrative
fiscal or operational value*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

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Fire Marshal

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Investigation Reports

5. EARLIEST YEAR / LATEST YEAR

1977 to 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

CONTAINS: CORRESPONDENCE; DISTRICT COURT ARREST WARRANT; Police Reports; Fire Activity Report; Complaint Report; Investigation Reports; Violation Notice; Photos; COURT CASES Pending; CIVIL/CRIMINAL; Closed ARSON FIRES; Explosives Investigations; Bomb Threats; (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Year/Location

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

24
Number *C.F.*

10. ANNUAL ACCUMULATION

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☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

As Needed

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

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Number ☐ Month(s) ☐ Year(s)

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City Hall - 2nd Floor

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19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE